

**STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING**

APPLICATION FOR LICENSURE

**HEARING INSTRUMENT SPECIALIST
or HEARING INSTRUMENT INTERN**

DOPL-AP-030 REV 08/30/2002

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Division desires to provide courteous and timely service to all applicants for licensure. To maximize its efficiency and level of service, the Division will process complete applications only. **A complete application includes all applicable supporting documents and fees.** The fees are for processing your application and will not be refunded. Failure to complete the application and supply necessary information will delay processing and may result in denial of licensure. Please read all instructions carefully.

Address of Record: The address listed on the application will be your address of record. All correspondence from the Division will be sent to that address. It is your responsibility to directly notify the Division of any change in address. Also, please note, the address of record is public information, available upon request and via the Internet. You may choose to use a business address or a post office box for your address of record rather than your home address.

Social Security Number: Your social security number is classified as a private record pursuant to Title 63, Chapter 2, Utah Government Records Access and Management Act (GRAMA). It is used as an individual identifier for our licensing database and for purposes of the child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements the requirements of 42 U.S.C. 666(a)(13). An application that does not include a social security number is incomplete and cannot be processed.

SUPPORTING DOCUMENTS AND FEES:

If you are applying for licensure as a Hearing Instrument Specialist upon completion of an internship, complete the following:

1. Submit a copy of your certificate documenting that you are currently board certified by the National Board for Certification in Hearing Instrument Sciences.
2. Submit documentation showing that you have passed the Utah Hearing Instrument Practical Examination.

3. Submit documentation showing that you have passed the National Institute for Hearing Instrument Studies Education and Examination Program.
4. Submit documentation showing that you have passed the International Licensing Examination.
5. Using the “Request for Verification of License” form (attached to this application), obtain verification of licensure from each state in which you have ever been licensed as a Hearing Instrument Specialist.

Request that the verifying state complete the form and mail or fax it directly to the Division or return it to you for submission with your application.

6. Submit a notarized “Completion of Internship” form (attached to this application) documenting that you have completed the 4,000-hour internship under the supervision of a licensed Hearing Instrument Specialist
7. Submit a \$100.00 non-refundable application processing fee for a Hearing Instrument Specialist.

If applying for licensure as a Hearing Instrument Specialist by endorsement (licensed in another state), complete the following:

1. Using the “Request for Verification of License” form (attached to this application), obtain verification of licensure from each state in which you have ever been licensed as a hearing instrument specialist.

Request that the verifying state complete the form and mail or fax it directly to the Division or return it to you for submission with your application.

2. Submit a copy of your certificate documenting that you are currently board certified by the National Board for Certification in Hearing Instrument Sciences.
3. Submit documentation that you have been licensed in good standing and practicing full-time for 2 years as a licensed hearing instrument specialist in another state.
4. Submit a \$100.00 non-refundable application processing fee for a Hearing Instrument Specialist.

If you are applying for licensure as a Hearing Instrument Intern, complete the following:

1. Using the “Request for Verification of License” form (attached to this application), obtain verification of licensure from every state in which you have ever been licensed as a hearing instrument intern or specialist.
2. Submit a notarized “Internship Supervision Request” form (attached to this application).
3. Submit the original letter from the Experiior documenting your passing score on the Utah Law and Rules Examination for Hearing Instrument Specialists.
4. Submit a \$25.00 non-refundable application processing fee for an Intern License.

ADDITIONAL IMPORTANT INFORMATION:

1. **Law and Rules Exam:** All applicants for licensure must pass the Utah Law and Rules Examination for Hearing Instrument Specialists. Contact Experiior at the address and telephone number below to register for the law examination.

Experiior, 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801) 355-5009

You may also purchase a study guide from Experiior, which has been prepared to assist candidates taking law exams.

In addition, the following applicable laws and rules are available on the Internet at www.dopl.utah.gov:

- ☐ Division of Occupational & Professional Licensing Act
 - ☐ General Rules of the Division of Occupational & Professional Licensing
 - ☐ Hearing Instrument Specialist Licensing Act
 - ☐ Hearing Instrument Specialist Licensing Act Rules
2. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
 3. **National Certification Examination:** The National Board for Certification in Hearing Instrument Sciences certification examination must be scheduled by appointment. Candidates for the certification examination must have been either a licensed hearing instrument intern within the state or a licensed hearing instrument specialist for at least 2 years to be eligible to sit for the certification examination. For registration and fee information, contact Experiior above.
 4. **License Renewal:** All hearing instrument specialist licenses expire September 30 of every even-numbered year.
Unlike many other states, Utah’s license renewal schedule **is not** based on the licensee’s

date of initial licensure. Under Utah's renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee's first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Renewal information is disseminated to each licensee at the licensee's last known address, as provided to the Division, approximately three months prior to the expiration date shown on the license.

5. **Updating Address Information:** It is a licensee's responsibility to maintain a current address with the Division. If your address is incorrect, you will not receive renewal notices or other correspondence.
6. **Current Documents:** Applications, statutes and rules may change from time to time. If you have not recently obtained any of these documents, you may want to contact the Division or visit our Internet site to verify that you have current versions.
7. **Payments:** Make licensure fees payable to "DOPL."
8. **Mail Complete Application to:**

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

9. **Telephone Numbers:**
(801) 530-6628
(801) 530-6208
(801) 530-6634
(801) 530-6964

(866) ASK-DOPL – Toll-free in Utah
(866) 275-3675
10. **Fax Number:** (801) 530-6511

APPLICATION FOR LICENSE or CERTIFICATE or REGISTRATION

GENERAL INFORMATION

License/Certificate/Registration Applying For: _____

Social Security Number: _____

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Have You Ever Held A Utah License Before? Yes _____ No _____

If Yes, Name of Profession: _____

If Yes, License Number: _____

Gender (Male or Female): _____ Date of Birth: _____

PUBLIC MAILING ADDRESS

Street: _____

City: _____ State: _____ Zip: _____

County: _____

Telephone: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: _____

Approved By: _____

Date License/Certificate Denied: _____

Denied By: _____

Reason For Denial/Other Comments: _____

APPLICATION FOR:

_____ Hearing Instrument Specialist

_____ Hearing Instrument Intern

INTERNSHIP:

Answer “yes” or “no.”

_____ I have completed the 4,000-hour internship under the supervision of a licensed Hearing Instrument Specialist in the state of Utah.

_____ I have been licensed in good standing and have practiced full-time for at least two (2) years as a hearing instrument specialist in another state.

LICENSES:

List all licenses, registrations, or certifications issued by any state that you now hold or have ever held in a regulated profession. Use additional sheets if necessary.

Issuing State: _____

Profession: _____

License Number: _____

Effective Date: _____

License Status: _____

Issuing State: _____

Profession: _____

License Number: _____

Effective Date: _____

License Status: _____

HEARING INSTRUMENT SPECIALIST QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any profession licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever been terminated from a position because of drug use or abuse?
10. _____ Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Questions continue on following page.)

11. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
12. _____ Have you ever been involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
13. _____ Have you ever been arrested for or charged with a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
14. _____ Have you ever been arrested for or charged with a felony in any jurisdiction?
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
16. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
17. _____ Have you ever been allowed to make a plea in abeyance for any criminal charge for which the charge was later dismissed?
18. _____ Have you ever been incarcerated for any reason in any federal, state, or county correctional facility or in any correctional facility in any other jurisdiction?

If you answered “yes” to questions 13, 14, 15, 16, 17, or 18 above, you must include with your application a copy of the police report, court docket, any probation/parole officer report, and a narrative of the circumstances that occurred for EACH and EVERY arrest and/or conviction.

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, the Division may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organization, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date of Signature: _____

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Utah Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
FAX: 801-530-6511

REQUEST FOR VERIFICATION OF LICENSE

TO BE COMPLETED BY THE APPLICANT:

Complete the first section of the form and submit it to each state in which you have ever been licensed as a hearing instrument specialist or intern. Request that the verifying state complete the form and mail or fax it directly to the Division or return it to you for submission with your application.

Applicant Name: _____

Street Address: _____

City: _____

State: _____ Zip: _____

I am requesting licensure in the state of Utah as a _____

I am/have been licensed in your state under the name _____

My social security number is _____

My date of birth is _____

My license number in your state is/was _____

I have enclosed the necessary license verification fee in the amount of \$ _____

Signature of Applicant: _____

TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and mail or fax it directly to the Division or place the completed form in a sealed envelope and provide it to the applicant in person or by mail. The applicant will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State: _____

Name of Licensee (as it appears in verifying state's records): _____

Classification of License Issued: _____

License Number: _____

Current Status: _____

Original Date of Licensure: _____

Expiration Date: _____

Continuously Licensed:

_____ Yes _____ No, please explain _____

Licensed By:

_____ Exam, Type: _____ Date: _____

_____ Endorsement: from what state? _____

_____ Waiver: _____

Examination Scores: _____

Education Required For Licensure: _____

Disciplinary Action or Pending Disciplinary Action:

_____ No _____ Yes, please provide certified copies of all Petitions, Orders, ect.

Signature: _____

Title: _____

Agency: _____

Date: _____

(SEAL)

Utah Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
FAX: (801) 530-6511

COMPLETION OF INTERNSHIP

TO BE COMPLETED BY HEARING INSTRUMENT INTERN:

Name of Intern: _____

Intern License Number: _____ Telephone: _____

TO BE COMPLETED BY SUPERVISING HEARING INSTRUMENT SPECIALIST:

Name of Supervisor: _____

Supervisor's License Number: _____ Telephone: _____

1. Has the Intern completed the required 4,000 hours of internship under your supervision?

_____ Yes

_____ No, explain _____

2. When did the Intern start and complete his/her internship? From _____ To _____

3. Did the intern pass the Utah Hearing Instrument Practical Examination?

_____ Yes Score _____

_____ No, explain _____

4. Has the Intern engaged in unprofessional conduct or any act prohibited by the state of Utah?

_____ No

_____ Yes, explain _____

5. Has the Intern passed the International Licensing Examination?

____ Yes Score _____

____ No, explain _____

6. Has the Intern demonstrated sufficient skills to practice without supervision?

____ Yes

____ No, explain _____

7. Has the Intern demonstrated good moral character?

____ Yes

____ No, explain _____

8. Would you recommend this Intern for Utah Hearing Instrument Specialist licensure?

____ Yes

____ No, explain _____

Signature of Supervising Hearing Instrument Specialist: _____

Date: _____

Utah Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741

Salt Lake City, Utah 84114-6741
FAX Number: (801) 530-6511

INTERNSHIP SUPERVISION REQUEST

Name of Applicant: _____

Address: _____

Social Security Number: _____ Telephone: _____

Name of Supervising Hearing Instrument Specialist: _____

Social Security Number: _____ Telephone: _____

Address of Place of Business: _____

Hearing Instrument Specialist License Number: _____

I hereby certify that I am a licensed hearing instrument specialist in good standing in the state of Utah and have practiced full-time as a hearing instrument specialist for not less than two years. I meet the qualifications set forth in the Hearing Instrument Specialist Licensing Act to act as a supervising hearing instrument specialist, and I will supervise the internship practice of the above named applicant. I understand that I, or another qualified licensed hearing instrument specialist designee, must be present in the same facility as the intern and available for immediate in-person consultation for the 4,000 hour internship or until the intern passes the National Institute for Hearing Instrument Studies education and examination program and passes the Utah Hearing Instrument Practical examination, after which the remainder of the internship may be completed under indirect supervision. I certify that the intern named above will be under my supervision while practicing as an intern and will be in compliance with all Utah laws and rules. I understand that I may not supervise more than two interns at the same time.

Signature of Supervising Hearing Instrument Specialist: _____

Date: _____